



# State of Hawai'i Non-Civil Service Job Opportunity

**Contract Administrator  
State of Hawaii Executive Branch  
Salary: See Position Description**

*An Equal Opportunity Employer*

**Opening Date:** 09/13/13

**Closing Date:** Continuous

## **RECRUITMENT INFORMATION**

This posting is for the State of Hawaii, Department of Human Services, Hawaii Public Housing Authority.

The position is located in Kalihi, Oahu.

**Salary: Commensurate with Education and Experience.**

If you have any questions regarding this non-civil service exempt position, please contact Cathy Ho at (808) 832-5978 (Monday - Friday, 7:45 a.m. - 4:30 p.m. (HST)).

**The State Recruiting Office will refer all inquiries regarding this exempt position to the Department of Human Services, Hawaii Public Housing Authority.**

## **DUTIES SUMMARY**

The HPHA's Construction Management Branch is seeking a Contract Administrator. This incumbent is responsible for supervising and overseeing the staff in performing program and contract administration of selected State and Federal assisted programs for the HPHA facilities, Statewide; assigns construction projects; formulates guidelines and procedures to aid in the execution of consultant and construction contracts; ensures that construction project are on schedule; conducts periodic project inspection to evaluation site and building conditions to determine when projects should be renovated or replaced; review contract award documents; conducts periodic consultation site inspection to evaluate the contractor's and architect's performance review.

## **MINIMUM QUALIFICATION REQUIREMENTS**

**Required Licenses, Certificates, Etc.:** Registration as a professional engineer or architect in the State of Hawaii. Valid Driver's License, Type 3, is preferred.

**Education:** Graduation from an accredited college or university with a Bachelor's degree in architecture or engineering is required.

**Experience:** Total Experience: Six (6) years of progressively responsible experience as described below:

**Engineering/Architectural Experience:** Four (4) years of progressively responsible professional engineering experience which required the knowledge and application of the basic physical and mathematical sciences and the engineering sciences to the solution of theoretical or practical engineering problems including planning, design and construction of building, structures and other facilities. Such experience must demonstrate knowledge to understand concepts of site and building planning, design, construction, inspection and contract administration, administration and implementation of engineering programs and projects; interpretation of systems operational requirements for improvements and maintenance; planning, design, and construction; or, Four (4) years of professional architectural work experience in developing and preparing complete designs, drawings, specifications, estimates of building, structure, and installations.

**Supervisory/Administrative Experience:** Two (2) years of any one or combination of the following types of experience:

1. Supervisory Experience: Professional engineering/architectural experience which included training subordinates, coordinating and assigning workloads, evaluating performance, assisting in difficult and problem areas, and performing timely accomplishment of work objectives, and maintaining high standards of work planning, design and construction of buildings, structures and other facilities, and/or
2. Staff Advisory Experience: Professional engineering/architectural experience as a technical expert in a specialized area or program function performing staff advisory, consultative and/or reviewing the work of a staff of specialist assigned to the planning, development, and implementation of specific projects or programs, and/or
3. Administrative Experience: Professional engineering/architectural experience which included the planning (including budget planning and justification), organizing, staffing, policy formulation and implementation of the same and directing a program or programs.

**Legal Authorization To Work Requirement:** The State of Hawaii requires that all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

#### **OTHER INFORMATION**

This position is exempt from civil service. Therefore, if you are appointed to the position, your employment will be considered to be "at will."

**Submit resumes to:**

Hawaii Public Housing Authority (HPHA), Personnel-Building G  
1002 North School Street, Honolulu, HI 96817

Resumes can be faxed to (808) 832-5979.

**Direct all inquiries regarding this position to:**

Cathy Ho  
Hawaii Public Housing Authority  
Phone: (808) 832-5978  
Monday - Friday, 7:45 am - 4:30 pm (HST)

**NOTE: The State Recruiting Office will refer you to the Department of Human Services, Hawaii Public Housing Authority regarding this exempt position.**

Recruitment # EX103024  
CONTRACT ADMINISTRATOR  
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